ACCSP PARTICIPANT DATA UPLOAD APPLICATION

(https://safis.accsp.org:8443/accsp_prod/f?p=DATA_UPLOAD)

This application allows you to upload your dealer, commercial fishermen, or vessels data to ACCSP. You can login using the same username and password that you use to login to the ACCSP Data Warehouse. Please contact a member of the ACCSP Data Team if you need to create an account or have lost your password.

Use the **Upload Data** option to get started.
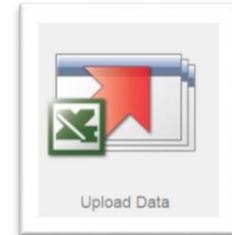
1) Upload your data file.
   a) The file must be in .csv, .xls or .xlsx format.
   b) The file should follow the ACCSP transfer format.
   c) Choose your partner and upload type from the pull down menus.
   d) Check the box if your file has column headings
   e) Click *Browse* and choose your file.
   f) Click *Next*.

2) Map uploaded data columns to ACCSP data columns.
   a) For each column, select the corresponding ACCSP incoming Fishermen column name. The column names are listed in alphabetical order in the select lists.
   b) If your column headings are not matching up to ACCSP standard column names, please check your selected upload file type.
   c) For the BIRTH_DATE, LICENSE_ISSDATE and LICENSE_EXPDATE columns, please enter the date format in the second row. For example: YYYYMMDD or DD-MON-YYYY or MM/DD/YYYY. Please do NOT enter quotes around the data format. If no date format is entered, the default format YYYYMMDD will be applied.
   d) Click *Next*.

TIP: Column Heading names in your upload file that match the ACCSP standard column names are automatically selected, so using ACCSP standard column names speeds the mapping

Column Mapping	SUPPLIER_CF ▾	EIN_SSN - varc ▾	LICENSE_NBR ▾	CORPORATE_ ▾	LAST
Date / Number Format					
First Row Column Names	Supplier_CF_ID	EIN_SSN	License_Nbr	Corporate_Name	Last_
Row	9939		SF1122	USS CONSTITUTION FISHING LLC	

Our vision is to produce dependable and timely marine fishery statistics for Atlantic coast fisheries that are collected, processed, and disseminated according to common standards agreed upon by all program partners.

3) Review transformed, uploaded data. Check for FAILED records.
   a) Validate that your data have been uploaded into the correct columns and data formats.
   b) Note the **Action** column. This indicates whether the row will:
      i) INSERT - if the row is new to the system
      ii) UPDATE - replace an earlier-submitted row
      iii) FAILED - one or more of the checks (see side box)
   c) If there are FAILED records, click ***Cancel*** to completely back out this upload session. Then correct your input data and start over. **THIS IS THE PREFERRED ACTION,** as your submission remains in a single file and a single upload. You may also continue to **Load Data**, then submit an additional upload with the corrected versions of the failed records.
   d) If you have no FAILED records, click *Load Data* to complete the data upload.

4) Complete the upload.
   a) Review the inserted, updated, failed and to be reviewed report and click *Finish*.
   b) If you have proceeded to this step with FAILED rows you will see these rows in the report at the bottom of the page. You can export these rows using the link at the bottom of the report. **These rows will not be saved so this is your only chance to see and export them.**

5) Review your uploaded data and Process Details. You can also get to this page to review any previous upload from your agency by using the *My Uploads* button on the *Home* page.

Checks and Transformations

- Punctuation is removed from phone numbers, EIN/SSN values and postal codes.
- Masked EIN/SSN values have been removed.
- Duplicate Address lines have been removed.
- Maximum length for all columns is enforced.
- State and County codes are validated.
- Date formats have been checked - when the value does not convert to the specified date format the row is rejected.
- Duplicate records, based on Supplier CF Id, License Number, License Issue Date and License Expiration Date

My Uploads

If you have any questions or problems with your upload, please contact Julie Defilippi at julie.defilippi@accsp.org or 703-842-0787 or the ACCSP Data Team at support@accsp.org or 703-842-0780.

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